

WESTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
Registrar

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public

Location: Registrar's Office, Danbury, CT

Minimum Starting Salary: \$77,548

Hours: Monday – Friday, 8:00 a.m. – 4:30 p.m.

Job Posting No: 055825

Closing Date: Friday, February 20, 2015

Western Connecticut State University is one of the four universities that along with 12 community colleges comprise the Connecticut State Colleges and Universities System (CSCU). The University is located on two campuses with 398 acres in Danbury, CT, 50 miles west of Hartford, CT and 60 miles north of New York City. The University maintains a commitment to diversity and boasts one of the most ethnically, racially, and culturally diverse student bodies in the State. Strong international and community partnerships create opportunities for students, staff, and faculty, as well as assist in meeting fundraising priorities. WCSU awards the undergraduate degrees of Bachelor of Arts, Bachelor of Science, Bachelor of Business Administration, Bachelor of Music, and Associate in Science. WCSU awards the graduate degrees of Master of Arts and Master of Science, along with a Doctorate of Education in Instructional Leadership.

Reporting directly to the Enrollment Management Officer, the Registrar is responsible for maintaining academic and student information by implementing academic policies and procedures, adapting operations to academic needs, and evaluating administrative processes to identify opportunities for improvement.

RESPONSIBILITIES: 1)Effective management of student records, including determination of class rosters, recording of grades, maintaining proper grade verification procedures, and conducting periodic grade change audits, providing oversight for degree audit and curricular waiver/substitutions; 2)Oversees the safe secure storage and preservation of student records; 3) Developing a master schedule for all courses and final examinations, coordinating the assignment of all instructional activity, and maintaining classroom utilization information; 4)Maintaining and updating electronic course catalog information, preparation and publication of registration booklets and registration schedules; 5) Planning and organizing the registration of all students; and 6) Certifying students for graduation and producing academic transcripts. WCSU utilizes a computerized integrated student database system, including on-line and remote registration procedures, to coordinate our registration and record activities.

REQUIREMENTS: Master's degree plus at least six years' experience in college administration, including three years of senior experience (associate level or above) in a records office. A demonstrated record of successful managerial leadership and collegial management skills is required. A thorough knowledge of registration processing, scheduling, grading systems, academic policies and procedures is required. Strong computer skills, including knowledge and uses of integrated student database systems, are required as is knowledge of academic advising. As WCSU is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

Application Process: Prospective candidates must apply electronically by submitting a cover letter, which includes the contact information for three (3) current professional references and a resume, as one (1) complete file (PDF or Word format only) and not via multiple attachments to: Ms. Peggy Boyle, Assistant Director of Human Resources – Recruitment. In subject line of email reference: Your Last Name – Registrar. Email applications to: hrpositions@wcsu.edu no later than **Friday, February 20, 2015**. Late applications will not be accepted.

In accordance with CSU System policy, all candidates for employment at Western Connecticut State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.